

Mabel D. Blodgett Memorial Library
35 South Main St., Rushville, NY 14544
(585) 554-3939
rushvillelib.com

Trustees: Lyn Magill, President; Krystine Leo, Vice President; Heather Bassett, Co- Secretary; Joanne Le Clair, Co-Secretary; Karen Sprentall, Treasurer

Staff: Dodie Baker, Library Director; Dawn LeMay, Library Clerk

Library Board Meeting for August 18, 2025

ATTENDANCE: Lyn, Krystine, Karen, Joanne, Heather, Dawn, newly appointed trustees Laurie Adams and Jennifer Hubbard; Dodi is absent due to her scheduled vacation.

President Lyn Magill called the meeting to order at 7:17 p.m. at the Rushville Methodist Church and welcomed Laurie and Jennifer. Their appointments will be addressed in the President’s Report tonight. *Karen made a motion to approve the minutes from the June 16th, 2025, and July 21st, 2025, board meetings; Krystine seconded the motion; motion carried.*

TREASURER’S REPORT:

Bills Pd. prior to mtg. – need approval:

Bookkeeping services - Christina Sobolewski :

7/14-7/27/25 – 3 hrs.	\$105.00
7/28-8/10/25 – 3 hrs. 36 min.	\$126.01
7/31/25 – QB NYS DOL UI Tax payment	\$335.66
7/31/25 – QB NYS DTF WT Tax payment	\$175.72
8/1/25 – QB Payroll Tax payment	\$440.17
8/1/25 – QB Payroll	\$413.14
8/1/25 – QB Payroll	\$877.83
8/15/25 – QB Payroll	\$496.58
8/15/25 – QB Payroll	\$516.12
8/15/25 - QB Payroll Tax payment	\$402.42
<u>Utility payments previously blanket approved:</u>	
July Spectrum invoice	\$ 50.00
July NYSEG (Budget Billing – 8th of each month)	\$259.00

(LNB Insufficient funds charge for NYSEG withdrawal) \$ 36.00

Approval of paying the following expenses:

8/18/25 Dawn LeMay Voucher for summer programs \$79.00

8/18/25 Dodie Baker Voucher for summer programs \$126.70

VISA charge – monthly QB fee (pay by 9/7/25) \$ 77.99

Discussion: *Krystine made a motion to include this section of monthly expenses as part of our blanket approval process because we have to pay our bills, and we do not expect Dodi and Dawn to personally pay for supplies needed for library programs/activities; anything charged drastically more than we've been allowing thus far will be discussed with Karen and brought up at the next board meeting, so we can make adjustments accordingly; Joanne seconded the motion; motion carried.* Furthermore, our Youth Bureau Grant connection can reimburse us for money spent on youth programs for Halloween, Christmas, and the Summer Activity Program, which runs annually September to September; therefore, we need to get our application in soon; Krystine, Karen, and our library staff will work on this application process.

As 8/17/2025 LNB account balances:

Business Checking = \$ 3,489.59

Nonprofit savings = \$118,448.14

(3) 6 mos. CDs = \$262,447.50*

TOTAL BALANCE= \$384,385.23

* (3) CDs: \$52,489.52; \$104,978.99; \$104,978.99 = \$262,447.50 (interest rate currently 3.9223%; maturing 12/21/25)

Other Business:

Liability Insurance coverage 9/1/25-9/1/26 (quote \$2,877.00) We need approval to pay whatever the total. A question was raised about what was meant by "commercial auto coverage" included for \$200; this refers to library staff driving their own vehicles on library errands and off-site training workshops. *We unanimously agreed this must be an approved expenditure, and this is also discussed as part of the President's Report, which follows.*

Respectfully submitted by Karen Sprentall

PRESIDENT'S REPORT

There have been no changes in the status of our deed transfer from the village yet. Lyn has called the attorney to check on the status of the Survey and Abstract reports that are holding up the process, but her calls have not been returned, so there is no new information regarding that from what was reported last month. The Village has not renewed the General Liability/Property Insurance because of the anticipated deed transfer, so we are in danger of a lapse in coverage, as mentioned in the Treasurer's Report above for 9/1/25 – 9/1/26. To that effect, discussion led to a motion made by Krystine to approve up to \$3,000.00 dollars to continue insurance coverage through Stork Insurance, who has handled our policies in the past; motion seconded by Karen; motion carried. This will be carried out immediately to avoid any lapse in coverage.

The Village Board voted, unanimously approved and appointed our recommendations of Laurie Adams and Jennifer Hubbard as our new Library Trustees, positions they will officially fill in January when Lyn and Heather retire.

During this time, we also reviewed, corrected and updated our library's Mission Statement and Bylaws. It was noted we will double-check the *2023 Edition of the Handbook for Library Trustees of New York State* for clarification of "Committees." Heather volunteered to check *Robert's Rules of Order, Revised* to see if the Pledge of Allegiance is a required opener of official business, as connected to our trustee meetings. Joanne will make these additions and corrections so they will be ready for the next board meeting, and we can determine if we can finalize and officially adopt the new proposed Mission Statement and Bylaws.

DIRECTOR'S REPORT (Reported by Dawn LeMay for Dodi Baker)

Final report on the Summer Fun Library Program for 2025, "Color Our World": Eight families with a total of 16 children were registered this year. The two final sessions, since our last board meeting, included Caroline, from Cornell Cooperative Extension, presenting a program on the importance of Bees, that certain bees only visit certain flowers (demonstrated by a Bee Race Game), and culminating in each child creating their own bouquet of flowers from CCE to take home. Our final program date included a parade down Main St. to the Moody Trail, where we had a Storybook Walk and picnic. We used many program resources offered through STLS to include the Storybook Walk, "Friendly Fright," a 20 ft. parachute, and a bubble machine.

Dodie and Dawn attended a virtual online training August 6th on "How to Facebook." The meeting discussed helpful tips on promoting library events and scheduling our posts. (*Discussion point during meeting: Jennifer volunteered to help Dawn navigate Meta Business Suite to make this easier.*)

The kick-off of the Toy Raffle to raise money for the 10th Annual Christmastime in Rushville event, beginning December 5th, started this month at the Rushville Community Days weekend. There are 16 different toys in the raffle currently on display in the library, an idea brought up by Krystine at our last meeting and utilizing toys to which she had access. The library will sponsor the raffle through November 3rd, with the drawing on November 7th, 2025. Tickets are 1 for \$2 and 3 for \$5.

Monthly Activities:

1. July's Adult Bood Chat on July 19th was already discussed at the July 21st board meeting. The next chat is scheduled for Saturday, August 23, 2025, at 1 p.m.
2. July's Storytime was pre-empted by our Summer Fun Library Program. Our next Wee Wonder Storytime with Dawn resumes the last Tuesday of the month on August 26th.
3. Monthly Take Home Craft Kits are still available. This month's theme is a colorful sun catcher!

PUBLIC EXPRESSION

We were reminded by a member of the Rushville Methodist Church that we cannot prop the back door open during our meetings.

Jennifer Hubbard volunteered to take over as president of the library board of trustees in January; we are happy to put her name on the Slate for Officers, as Lyn is retiring.

NEW BUSINESS AND FURTHER DISCUSSION/CLARIFICATION

Bring ideas for Christmastime in Rushville. (*Ideas discussed at our June Board Meeting included one from Krystine to have a decorated parade of cars and contacting Dan Paddock for ideas, as he organizes the Memorial Day Parades; reminders were made that the Congregational and Methodist Churches were involved before the Covid closings – Dale Conway, Congregational Church’s organist, plans a Christmas Concert with various musicians each year, so that event should be included in any program listings, if we are looking to do things each week, as discussed.*)

NEXT MEETING: September 15, 2025, at 7:15 p.m. in the Rushville Methodist Church

ADJOURNMENT: With no further business to discuss, Heather made a motion to adjourn the meeting at approximately 8:45 p.m., seconded by Karen; *motion carried.*